



## GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT  
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS  
CHILDREN • DEAF & HARD OF HEARING

### *Governor's Office for Children*

Larry Hogan, Governor

Boyd R. Rutherford, Lt. Governor

Jaclin Warner Wiggins, Deputy Director

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### **FY20 Notice of Funding Availability Notes from the Pre-Application Meeting January 18, 2019**

- I. Jaclin Warner Wiggins, Deputy Director, Governor's Office for Children, called the meeting to order.
- II. Vanessa Lyon, Chief of Staff, Governor's Office of Crime Control and Prevention made an announcement regarding a change in the funding for which Local Management Boards (Boards) may request for FY20.
  - A. Boards may request funding in FY20 and FY21 equal to the allocation for FY19.
  - B. Memo issued today outlines the changes.
  - C. The NOFA will be revised and reissued.
  - D. Children's Cabinet approved the changes noted in the memo.
- III. Kim Malat, Assistant Deputy Director, Governor's Office for Children, led the discussion.
  - A. The PowerPoint used today is reflective of the changes addressed in the memo issued today.
    1. Changes are highlighted in yellow in the PowerPoint.
  - B. Questions regarding FY20 funding for the Local Care Team coordinator will be addressed in the presentation.
  - C. Because additional funding may be available through the Governor's Office of Crime Control and Prevention, each Board may include in its application requests for additional funding. Individual programs and strategies will be assessed and ranked individually.
  - D. Meetings with the State Review Team are mandatory and may not be waived by the Board.
    1. This is to prepare the Boards for the eventual shift to a fully-competitive process.
    2. While the Board cannot decline the meeting, the State Review Team may offer that option to the local team.
    3. Question – Should the local team be comprised of certain member as last year? There is no required composition of the local team and may be determined by the Board.
  - E. Question - Can alternate programs/strategies be proposed to replace low-scoring/non-approved programs/strategies? Yes, the State Review Team will consider this option. This can be discussed at the review meeting.
  - F. Kim clarified that prevention activities may be proposed for FY20.
  - G. The criteria for extra points has been revised for FY20 so that each program/strategy may be eligible for extra points, subject to the specific criteria.
    1. Cash Match

- a. Question – Does the Board need to document a pending award or validate the cash match? The Board may request cash match for any pending awards that can be validated/documented. The State Review Team may ask for such documentation, but it is not required to be submitted with the application.
- b. Question – Do Children’s Cabinet Funds need to be spent first if other revenue sources are available? Although there is no Manual requirement to this effect, ideally, other revenue will be spent first, as allowable.

#### H. Children’s Cabinet priorities for FY20

1. The discussion centered on the three new priorities:
  - a. Juvenile justice diversion;
  - b. Trauma informed care and reducing Adverse Childhood Experiences (ACEs); and,
  - c. Preventing out-of-State placements.
2. Knowledge of the local population and needs must be demonstrated.
3. Must consult and partner with relevant stakeholders. Letters of support/commitment are not required, but may be requested by the State Review Team or as a special condition of the award.
4. The corresponding standard Results and Indicators that one would expect a program/strategy to address were reviewed for the new priorities.
5. Question - which homelessness definition has the Children’s Cabinet adopted? Is it family-focused or child-focused? The definition on the slide and in the NOFA is the historic definition that was adopted in FY16.
6. A Board may include local indicators for a standard Result if appropriate accompanying data is available and provided.
7. Question - For the three new priorities and the four original Strategic Goals, can the Board propose intervention and/or prevention for all? Yes, the Board may propose prevention and/or intervention for any or all FY20 priorities.

#### I. Submission Requirements

1. As in the past, the application must include the chief executive officer of the jurisdiction.
2. Original signatures are required unless an electronic signature is a reasonable accommodation.
3. A complete application includes:
  - a. A completed FY20 NOFA Application Summary page;
  - b. A completed Results page for each Result that the Board has prioritized for FY20 (one page per prioritized Result);
  - c. A completed program/strategy page for each program/strategy proposed for funding in FY20 (one page per program/strategy/planning request);
  - d. A completed Local Care Team Coordinator page; and,
  - e. A proposed budget.
4. Question – The NOFA states one page per Result is required, is this one piece of paper? No, one completed template – regardless of length. There are no page limits for the application.
5. Question - Should Result pages be duplicated under each program/result page? No, complete one Results page for each Result and list the programs/strategies proposed to address the Result. Results need not be duplicated
6. Question – Does the application need to be compiled in a particular order, e.g. all Results pages together, followed by program/strategy pages? No, the pages of the application do not need to be ordered in any particular fashion.
7. Question - If the Board is proposing to fund a small component of a program, how much background/description should be provided? Enough to justify the component or to justify the

entire program? The answer depends on what is being proposed. The Board is cautioned to provide enough background and explanation to fully convey the need for the program. Keep in mind that it is very unlikely that the same reviewer will be assigned the same Board application from year to year.

4. Narrative such as “studies show” or “surveys said” must be supported by data with the source identified.
  5. The Board may propose program/strategy changes from the FY19 CPA. Those requests must be justified in the narrative. The program/strategy page will be revised to include this section.
  6. Question – On the Results page, at the bottom there is a reference to performance measures. This is a cut and paste error and will be corrected.
  7. Question - For charts and graphs to evidence of effectiveness - should these be embedded into the program/strategy page or included as an attachment? It is strongly recommended that the data is embedded in the page to prevent attachment pages from being inadvertently overlooked.
  8. Question – Can planning funds be requested to study new and/or existing priorities? Yes.
  9. Question - If more than one planning activity is proposed to address a particular Result/program/strategy, should these be separated? Yes, if the target populations are dissimilar.
  10. Question - For a program/strategy designed to prevent youth from becoming disconnected, what justification must be used to support the selected strategy/program? The program/strategy identified must clearly be linked to the data and risk factors identified in the Board’s planning process. If the target population is youth with purple hair at risk for disconnection because of XXX factors, then the narrative must include data on the local population that supports there are a number of youth with purple hair with those same XXX factors to be served.
  11. Question - If a proposed program has been funded in the past, but for less than three years, can a combination of evidence of effectiveness and program data be provided? Yes. Half year Scorecard data for FY19 is required.
- J. Local Care Team Coordinator Funding/Page - Jaclin Warner Wiggins, Deputy Director, Governor’s Office for Children led this discussion.
1. The FY20 budget has dropped as of noon today.
    - a. The FY20 funding for the Local Care Team coordinator can be seen in the Children’s Cabinet fund budget as reimbursable funds coming from other State agencies.
    - b. \$1.8 million is available for Board requests for the coordinator.
  2. A Local Care Team page must be completed for FY20 if the Board is requesting funds for this purpose. Must describe the planned salary expenses for the coordinator.
  3. If a board elects not to request funding for the Local Care Team coordinator, the Board must describe how the functions of the coordinator will be addressed.
    - a. If two or more Boards elect to share a coordinator, each may make a separate request for funding or one lead Board may request the full amount to support the shared coordinator.
  4. Question - Is FY20 funding for salary only? Because the FY19 awards totaled \$1.6 million and the FY20 allowance is \$1.8 million, there is a possibility that non-salary line items will be approved. Each Board should request funding as needed.
    - a. What are examples of reasonable non-salary line item requests? With justification, requests may be considered for expenses such as mileage reimbursement, equipment/computers, training, etc.

5. Question - What amount may be requested? The Board should request what is needed and can be justified.
6. If the Board has another revenue source, those funds may be able to be used for expenses that are unallowable for Children's Cabinet funds.
7. Question – Is training for the Local Care Team an allowable non-salary expense? Yes.
8. Question - Can programming be proposed to reduce out-of-State placements? Yes, but the program must not be duplicative of other interventions.
9. Question - Can funds be used to expand or enhance an existing program? Yes.

#### General Questions/Discussion

1. Why the restriction on flex funds?
  - This is a requirement in the Manual for which a waiver is available. There must be a detailed rationale as to why flex funds are necessary. One of the reasons that the Office moved away from flex funds was to prevent stockpiling of excess numbers of gift cards. Also, because of the move away from funding case management programs.
2. Can unspent funds from other budgets be converted to flex funds through the waiver process to help prevent an out-of-State placement, on a case by case basis?
  - The Board may elect to submit a waiver for this.
3. If requesting additional funding above the FY19 allocation, will there be a way for the Board to prioritize program/strategies?
  - Yes, we will revise the cover page to include priority.
4. Is there information on what additional funds may be available from GOCCP and what funding amounts may be requested?
  - Boards are encouraged to visit the GOCCP website to explore what current and upcoming grant opportunities may be appropriate.
5. Is there a scoring threshold?
  - No. The scores for each program/strategy will be used to inform the Board as to where programs/strategies would fall in a competitive process.
2. May funds may be moved between Board Support and programs/strategies?
  - Yes.
3. Should Board Support cash match be noted?
  - Yes, this is included in the template.
4. Are letters of support/commitment required?
  - Although letters of support/commitment are not required, if specific programs/strategies are determined to require partnerships with relevant stakeholders that is not evident in the application, the State Review Team may request a letter to document the partnership.